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25 APR 1968

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FILE

Personnel 15

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Instructions to Recruiters Concerning Resumption of Field Testing

REFERENCE : D/Pers Memo to DDS, dated 12 April 1968, Same Subject

1. This memorandum submits a recommendation for your approval; the recommendation is contained in paragraph 4.

2. The reference forwarded a proposed memorandum of instructions to field recruiters which contained, among other things, guidance for the briefing of school officials concerning the testing program. You approved its use but suggested that issuance await resolution of the matter of questions which might arise in connection with the briefing.

3. I think we must anticipate that some interested official, upon hearing that we propose to establish our testing program, may ask for more specific information about our testing practices heretofore. If so, I think we must acknowledge the basic facts that we have used the NSA tests and the FCDP, through arrangements with NSA [redacted]

It is unlikely that questioning will go beyond this point but we cannot be certain nor can we anticipate every contingency. I think, therefore, that we should rely upon the judgment of the recruiter to handle this and related questions, giving details only to the extent required, within the basic guideline that he may acknowledge our testing collaboration with NSA over a period of about two years and our use of the FCDP. To effect this, I suggest that the following statements be added to paragraph 5 of the memorandum of instructions to field recruiters:

"We must anticipate that some interested official may ask for more specific information about our testing practices heretofore. If so, you may tell him that we used the NSA tests for a while (it was about two years) through cooperative arrangements with NSA [redacted] and then adopted the more comprehensive FCDP battery. Each was useful and most of their content is incorporated in the [redacted] We rely upon your judgment to be responsive

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to such questions if they arise, giving details only to the extent necessary."

4. I recommend that you approve the proposed addition to the memorandum of instructions.

/s/ Robert S. Wattles
Robert S. Wattles
Director of Personnel

The recommendation in paragraph 4 is approved.

R. L. Bannerman
Deputy Director
for Support

8 M
Date

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FILE *Personnel 15*

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Instructions to Recruiters Concerning
Resumption of Field Testing

1. This memorandum submits a recommendation for your approval; the recommendation is contained in paragraph 3.

2. Attached is a proposed memorandum of instructions to field recruiters concerning the re-establishment on a new basis of our field testing program. Its most important content is the guidance to recruiters concerning the briefing of appropriate officials on the testing program.

3. I recommend that you approve our use of this memorandum with the understanding that we will discuss with you before briefings take place the limits within which recruiters may handle the questions that may arise.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Attachment

The recommendation in paragraph 3 is approved. *

*I suggest the matter of questions be considered before the letters are finalized since its resolution could affect the text.

(signed) John W. Goffney

for R. L. Bannerman
Deputy Director
for Support

Date

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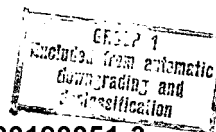
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III. The New Program

A. The new testing program will be known as the Professional Applicant Test Battery (PATB). It will be administered (as was the FCDP) by



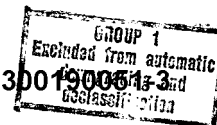
PATB program will be introduced to appropriate academic officials at institutions having on-campus test centers which might be available for conducting the program. In contrast with the FCDP which, for cover purposes, was not openly identified as solely a CIA program, the PATB will be so identified to appropriate academic officials and their approval obtained prior to use of their respective campus test centers for administering PATB.

B. It is planned to continue using on-campus test facilities at those institutions where we have encountered no trouble to date and where, as far as can be determined, none is anticipated. A listing by recruiter region of these institutions appears in the attachment to this memorandum. It is appropriate officials at these institutions who must be briefed and grant the approvals in accordance with paragraphs IV and V below. Off-campus test sites will be arranged as needed in areas where we have had or may expect difficulties.

IV. Recruiter Responsibility in Introducing New Program

A. It has been determined that the professional field recruiters are the individuals who should introduce the new program to appropriate officials at colleges and universities having test centers desirable for administering PATB. Although it is not intended to publicize the new program on a more widespread basis than necessary, appropriate officials must be made aware that it is the Agency's method for testing professional applicants. "Appropriate" officials for this purpose must have sufficient status to be able to authorize use of their test facilities. It appears the Directors of Counseling and Testing (other titles might be used to identify this position) and Placement

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Directors will meet this criteria. There may, of course, be local situations where recruiters feel that other officials should be informed. We will rely upon the judgment of the recruiter in these instances. Recruiters should suggest to officials briefed by them that they should feel perfectly free to report and discuss the program with any of their associates they deem necessary and appropriate.

B. To avoid unnecessary and unwanted publicity, inauguration of the new program is to be done in as low-key manner as feasible. WE MUST NOT, HOWEVER, TAKE ANY ACTION OR FOLLOW ANY PROCEDURE WHICH COULD RESULT IN THE AGENCY BEING ACCUSED OF SUBTERFUGE OR CLANDESTINITY IN THE CONDUCT OF ITS APPLICANT TESTING PROGRAM. THIS, AFTER ALL, IS THE ONLY REASON FOR ADOPTING THIS NEW COURSE OF ACTION.

V. Guidance for Recruiters in Explaining PATB

Briefing of appropriate officials of the institutions whose test facilities we hope to utilize should be along the following lines:

"A few years ago CIA, having observed the experience of NSA, State and other agencies, decided to use written tests as an aid in selecting junior professional employees, particularly its Career Trainees [redacted]

"The tests have proved to be very useful and we have decided to make wider use of them as a regular feature of our selection process for professional employees. After some experimentation we have agreed [redacted] upon a standard set of objective tests which we wish to have administered to candidates who will be referred by our field representatives. It will be called the PATB and it will be CIA's test, though there is nothing in its content of peculiar relevance to CIA. It will be just another test battery, part of your testing center's inventory, to be administered to

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individuals upon request under such arrangements as [] 25X1
may work out with you. We do not plan to offer it on a
mass basis at regularly scheduled dates, like State
Department's FSO examination, with prior announcement
and publicity.

"We have [] to arrange a number of test
sites on a regional basis so as to make them as con-
veniently available as possible. Unless there is
objection, we would like to start using the PATB as of
1 July 1968."

Proposed addition:

"We must anticipate that some interested official may ask
for more specific information about our testing practices heretofore.
If so, you may tell him that we used the NSA tests for a while (it was
about two years) through cooperative arrangements with NSA [] 25X1
and then adopted the more comprehensive FCDP battery. Each was
useful and most of their content is incorporated in the PATB. We rely
upon your judgment to be responsive to such questions if they arise,
giving details only to the extent necessary."

[] 25X1
Chief, Recruitment Division

Attachment (w/original only)

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